

Alternative Documentation of WIA Eligibility

The WIA Eligibility Policy (DWD Communication 99-14, Change 2) that local staff may contact WIA Administration with a request to use an alternative form of documentation for WIA eligibility. WIA Administration sends an e-mail approving use of the alternative documentation. Asking for such approval indicates to DWD that the forms of documentation listed in the policy are not available. The alternative documentation should always be used as the "documentation of last resort" -always attempting to use the documentation listed in the eligibility policy first. The alternative form of documentation may be used in other eligibility situations as long as a note is made indicating that the documentation listed in the eligibility policy is not available and that DWD has approved use of this documentation.